



CITY OF GAHANNA
PLANNING AND ZONING DIVISION

TEMPORARY SIGN PERMIT APPLICATION

Permit No. _____

Approved / Declined Date: _____

Date Received: _____

Received By: _____

Business Name: _____

Property Owner's Name: _____

Property Address: _____

Property Owner's Signature: _____

Property Owner's Email: _____

Business Owner's Phone: _____

Applicant's Name: _____

Applicant's Phone: _____

Applicant's Address: _____

Applicant's Email: _____

(All correspondence will be with the applicant unless otherwise noted)

NO SIGNAGE MAY BE INSTALLED PRIOR TO OBTAINING APPROVAL FROM THE PLANNING AND ZONING ADMINISTRATOR

TYPE OF TEMPORARY SIGN:

☐ Flying or Feather Banner; Attention Flag
(15 sq. ft. maximum, 2 per street frontage)

☐ Pennant Banner

☐ Portable A-Frame / T-Frame Sign
(8 sq. ft. maximum, 1 sign)

☐ Promotional Banner
(40 sq. ft. maximum, 1 banner)

☐ Wall Sign
(16 sq. ft. maximum, 1 sign)

☐ Window Sign
(Not to exceed 25% of aggregate window space)

☐ Freestanding Sign
(6 sq. ft. maximum, 2 per street frontage)

Sign Material _____

Anchoring Description _____

Background Color _____

Letter Color _____

Please provide sign dimensions and sketch the proposed temporary sign below or attach a photograph.

Sign Dimensions:

Length: _____

Width: _____

Overall Height: _____

Proposed Sign Placement on Property: _____

Proposed Sign Installation Date: _____

In accordance with Chapter 1165 of the Codified Ordinance of Gahanna, Ohio, I hereby certify that the Temporary Sign Permit, as described in this application, has been approved. The Temporary Sign must be removed on or before the below specified date.

Planning and Zoning Administrator Signature: _____ Date: _____

Conditions: _____

Sign Removal Date: _____



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A complete copy of Chapter 1165 of the City of Gahanna Codified Ordinance is available at www.gahanna.gov

1165.03 DEFINITIONS.

For the purposes of this chapter, the following words and phrases shall have the meanings respectively described to them by this chapter, if not defined herein, or within other chapters of the City Code, terms used in this chapter shall have the meanings provided in Section [1123.01](#).

- (f) **Banner Sign.** Any sign with or without characters, letters, illustrations or ornamentations applied to cloth, paper, flexible plastic, or lightweight fabric or similar non-rigid material of any kind with only such material for backing that is mounted to a pole, staff, or a building by a string, rope, wire, or frame at one or more edges. All banners are temporary signs.
- (2) **Pennant Banner:** A banner sign, usually mounted in a series.
- (3) **Promotional Banner:** A banner sign that is mounted to poles or a building.
- (5) **Flying Banner; Feather Banner; Attention Flag.** A sign made of lightweight, non-rigid material typically supported by one pole, with or without graphics, intended to attract instant attention. These signs are generally teardrop, rectangular, or pennant shaped.
- (w) **Flag.** A fabric, banner, or bunting containing distinctive colors, patterns or symbols, used as a symbol of a recognized government or political subdivision, corporation, lodge, fraternity or sorority, political party, nonprofit organization, charity, club, association or other similar entity.
- (y) **Freestanding Sign.** A sign that is attached to, erected on, or supported by some structure, such as a post, mast, or frame that is not itself an integral part of or attached to a building or other structure whose principal function is something other than support.
- (eee) **Street Frontage.** The distance along which a property line of a lot adjoins a public or private street.
- (hhh) **Temporary Sign.** A sign that is not permanently affixed to a structure, or permanently embedded in the ground, and is designed to be displayed for a short period of time.

1165.07 TEMPORARY SIGNS.

Temporary signs, except zoning change signs as required in Chapter [1133](#), shall comply with the following regulations:

- (a) **Sign Placement.** All temporary freestanding signs shall be placed no closer than ten feet from the pavement of the travel lane of a public or private street.
- (b) **Duration.** Temporary signs shall be displayed only for the time duration permitted based upon the useful life of the sign.
 - Useful Life.** Temporary sign faces constructed of the following materials shall be deemed to have a useful life span of the specified duration:
 - (1) Cardboard, poster board or paper: three consecutive days.
 - (2) Non-rigid banners; attention flags: thirty consecutive days in any four- month period.
 - (3) Plastic coated cardboard, or non-framed one hundred percent (100%) fluted polypropylene (corrugated plastic): thirty consecutive days in any six-month period.
 - (4) Metal framed polypropylene-coated weather board, metal or corrugated plastic: 180 consecutive days in any twelve-month period.
- (c) **Maximum Number of Temporary Signs on Commercial Use Property.** A property owner, business owner or lessee shall be limited to two temporary signs per street frontage.
- (d) **Maximum Number of Temporary Signs on a Residential Use Property.** There is no limitation on the number of temporary signs on a residential use property.
- (e) All deteriorated or hazardous temporary signs are deemed a public nuisance, a threat to the public health and safety, and/or a source of aesthetic blight and shall be immediately removed or replaced.
- (f) **Fees.** Permits for promotional banners, wall signs, and freestanding signs shall be required, except in RID Zoning, but no fee shall be charged in any zoning district.